MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

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CONTRACT DRAFTING FOR NON - LAWYERS

"Master the Art of Writing Clear, Effective, and Legally Sound Contracts — Without a Law Degree."

Schedule

Venue (InHouse)	Fees
At Your Organization Premises	Ask For The Quotation

Introduction

In every organization, contracts form the foundation of business relationships — from supplier agreements to employment terms and service arrangements. However, not everyone involved in drafting or managing contracts has a legal background. The Contract Drafting for Non-Lawyers course is designed to bridge that gap by equipping professionals with the skills and confidence to understand, draft, and manage contracts effectively.

This practical course introduces participants to the structure, language, and essential clauses of contracts, helping them recognize legal implications and avoid common mistakes. It simplifies complex legal concepts into clear and understandable terms, enabling non-lawyers to create precise and enforceable agreements while minimizing risks to their organizations.

Objectives

By the end of this course, participants will be able to:

- Understand the purpose and components of a valid contract.
- Identify essential clauses and their functions in various agreements.
- Draft clear, concise, and enforceable contract terms.
- Recognize and avoid ambiguous or risky contract language.
- Review and interpret key provisions such as indemnity, liability, and termination.
- Manage contractual relationships and obligations effectively.
- Negotiate basic contract terms with confidence.
- Align contract drafting with organizational goals and legal compliance.

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Why Attend

Contracts are not just legal documents — they are business tools that define relationships and responsibilities. Poorly written contracts can lead to disputes, financial losses, or reputational damage. This course empowers non-lawyers to draft and review contracts with precision, communicate effectively with legal teams, and protect their organization’s interests through sound contract management practices.

Target Audience

This course is ideal for:

- Managers, Supervisors, and Project Leaders
- Procurement and Supply Chain Professionals
- HR and Administrative Officers
- Business Development and Sales Executives
- Entrepreneurs and Small Business Owners
- Finance and Operations Professionals
- Anyone involved in negotiating, drafting, or managing contracts

Individual Benefits

- Develop the ability to draft and interpret business contracts confidently.
- Learn to identify and manage contractual risks effectively.
- Gain practical understanding of key legal concepts without legal jargon.
- Improve negotiation and communication skills with lawyers and stakeholders.
- Increase professional credibility in business and administrative roles.
- Strengthen career growth opportunities in management and contract-based roles.

Organizational Benefits

- Reduce legal risks and contractual disputes.
- Improve clarity and consistency in contract documentation.
- Enhance negotiation efficiency and risk management.
- Promote better coordination between business units and legal departments.
- Support compliance with legal and corporate standards.
- Strengthen organizational governance through well-drafted agreements.

Instructional Methodology

The training adopts a practical, example-driven approach through:

- Real-world case studies and contract templates
- Clause-by-clause analysis of common agreements
- Hands-on drafting and revision exercises
- Group discussions and role-playing in negotiation scenarios
- Step-by-step guidance from legal and business experts
- Interactive Q&A sessions for concept clarity

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Course Outline

Module 1: Introduction to Contracts and Legal Fundamentals

Module 2: Essential Elements of a Valid Contract

Module 3: Understanding the Structure and Language of Contracts

Module 4: Common Contract Clauses — Purpose and Drafting Techniques

Module 5: Managing Risk, Liability, and Indemnity Provisions

Module 6: Drafting and Reviewing Business and Service Agreements

Module 7: Negotiation Techniques for Non-Lawyers

Module 8: Contract Management and Compliance

Module 9: Common Pitfalls and How to Avoid Them

Module 10: Capstone Exercise – Drafting and Reviewing a Sample Contract

Certification

Upon successful completion, participants will receive a Certificate in Contract Drafting for Non-Lawyers, recognizing their competence in drafting, understanding, and managing business contracts effectively in a professional environment.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

In-House / Customized Training Interested in running this course for your team? Please contact us:	TEL: **+601116373203**	EMAIL: **info@mawaevents.net**

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